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## EAM Reports

1. When this study was initiated, some 67 reports, Tab D, were being produced by Machine Records Division, Office of Comptroller, embodying data accumulated from transactions originating in the Supply Division, Office of Logistics. In reviewing these reports in the light of their distribution and use, this team has been unable to find justification for many of them and feels that some of them can be combined or replaced with more meaningful reports.
2. Under a proposed new manual procedure this team would eliminate 35 reports and combine 13 reports into 6. The justification for this action with respect to each individual report is presented in the attached Tabs E and F. Elimination of these reports would result in an annual savings of approximately \$25,620, not including any savings in administrative costs, Tab G.
3. Under a proposed computer procedure, the team would eliminate all of the 67 reports presently being produced and substitute 15 new reports. The title, proposed distribution and use of each of these new reports is set forth in the attached Tab H. This action would result in an annual gross saving of approximately \$84,000, including administrative costs (see Annex II).

Ann. III

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